

**POSITION DESCRIPTION
LAPORTE SUPERIOR COURT NO. 1**

POSITION: Court Reporter
DEPARTMENT: Superior Court No. 1
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT VI (Computer, Office Machine Operation, Technician)

DATE WRITTEN: April 2006
DATE REVISED: May 2021

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. LaPorte Superior Court No. 1 provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

The Court Reporter for the LaPorte County Superior Court No. 1 is responsible for assisting assigned Judge, scheduling court proceedings, maintaining evidence, and recording, reporting and preparing records of proceedings.

DUTIES:

Ensures the accurate recording of all necessary court proceedings, transcribing and typing trial and hearing transcripts and distributing copies to appropriate parties.

Assists with transcribing and typing memoranda, correspondence, and related documents from Superior Court No.1.

Reviews legal documents, forms, and requests filed with the Court for completeness and accuracy, and updates court docket sheets as needed.

Denotes CCS entries on all criminal and civil proceedings held in open court.

Prepares all sentencing orders and preliminary and final criminal and civil jury instructions.

Assists with receiving and screening public inquiries by telephone and in person, determining the nature of the call, offering assistance, and/or routing caller to appropriate individual, department, or agency.

Serves as liaison between Superior Court No. 1 and various government and public agencies and departments, offering assistance and/or explaining court procedures and practices.

Maintains and updates Court files and retrieves as necessary.

Performs/assists with duties of Bailiff and Court Administrator as needed.
Performs related duties as assigned.

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I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Thorough knowledge of standard practices and procedures of the Court, legal terminology, and standard legal documents and petitions, with ability to properly record proceedings, update Court docket sheets, and prepare written orders.

Working knowledge of standard English grammar, spelling and punctuation, and ability to accurately transcribe voice recordings and prepare correspondence and legal documents as required.

Ability to take Court notes, type with speed and accuracy, properly operate standard office equipment, including computer, transcriber, copier, telephone, steno machine, recording equipment, and fax machine, and utilize Odyssey.

Ability to effectively communicate orally and in writing with co-workers, other Courts and County departments, Superior Court No. 1 Judge, Court personnel, attorneys, Probation, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct, as well as applicable Rules of Judicial Conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with violent/irate persons.

Ability to understand, memorize, retain, and carry out oral or written instructions.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for extended periods and on several tasks at the same time.

Ability to occasionally work extended, evening and/or weekend hours.

Ability to transcribe transcripts of trials and hearings outside of Court working hours.

II. RESPONSIBILITY:

The Court Reporter performs duties according to a formal schedule with priorities primarily determined by service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with reference to supervisor for unusual matters, such as policy

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interpretations. Errors in work are primarily detected or prevented through supervisory review, legally defined procedures, or notification from other departments, agencies, or the public. Undetected errors could result in loss of time to correct error, embarrassment or inconvenience to Court personnel or members of the public.

III. PERSONAL WORK RELATIONSHIPS:

The Court Reporter maintains frequent contact with co-workers, Superior Court No. 1 Judge, Court personnel, the Indiana Office of Court Services, the other Courts and County departments, Probation, attorneys, and the public for purposes of exchanging information and rendering service.

The Court Reporter reports directly to the Superior Court No. 1 Judge and is an employee of the Court.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

The Court Reporter performs duties in a standard office environment and in a courtroom, involving sitting for long periods, lifting/carrying objects weighing under 25 pounds, close/far vision, depth perception, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. The Court Reporter maintains considerable contact with the public and may be exposed to violent/irate individuals. Incumbent occasionally works extended, evening and/or weekend hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Court Reporter for the LaPorte County Superior Court No. 1 describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name